



## DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
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9077  
Ser 92TC5/0115  
4 Apr 01

IN REPLY REFER TO

### SEA 92T STANDARD OPERATING PROCEDURE (SOP) NO. 11

From: SEA 92T

Subj: SEA 92T SUBMARINE SAFETY (SUBSAFE) TRAINING

Ref: (a) NAVSEA 0924-062-0010 SUBSAFE Requirements Manual

1. Purpose: To provide the procedures for personnel to obtain SUBSAFE training.

2. Background: Reference (a) requires SUBSAFE Program Directors to disseminate information necessary to carry out and maintain the SUBSAFE program. This information is disseminated annually to all personnel via SUBSAFE awareness training for all military and civilian technical and administrative personnel. In addition, computer based training is required for engineering and technical personnel who perform SUBSAFE work. Awareness training is given annually, typically in April, by SEA 92Q.

### 3. Policy

3.1 All SEA 92T military and civilian personnel shall attend annual SUBSAFE awareness training. In addition all military and civilian personnel who perform SUBSAFE work shall take and pass the annual computer based training. Section Heads shall ensure that all employees participate in the applicable annual training, and arrange for any employee who was not available for that training (new employee, someone who is returning from long term training or medical leave) to obtain the applicable training. This requirement is not applicable to any employee who prepared or completed similar training in his previous place of employment.

3.2 SUBSAFE work is defined as providing engineering evaluations to Team Submarine Program Managers on the technical adequacy of such documentation as design changes, test procedures, non-conformances, maintenance procedures that could impact the maintenance of the SUBSAFE boundary, and ships certification for unrestricted operations.

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4. Responsibilities:

4.1 SEA 92TC

a. Assist SEA 92Q on the technical scope and content of training material.

b. Provide SEA 92Q a list of personnel responsible for SUBSAFE work.

c. Coordinate with SEA 92T supervisors as appropriate to:

- Identify personnel who perform SUBSAFE work.
- Disseminate training schedule and requirements.
- Schedule make-up or interim training.
- Work with other section heads to ensure employees who perform SUBSAFE work complete annual SUBSAFE training as appropriate.

d. Retain a video tape of awareness training for training new employees.

e. Notify SEA 92Q when employees have completed interim or make-up training as required. SEA 92TC shall notify SEA 92Q if the employee has met the requirement via previous training.

f. Maintain this procedure current.

4.2 SEA 92T Section Heads

a. Coordinate with SEA 92TC to identify employees who perform SUBSAFE work.

b. Coordinate with SEA 92TC to ensure employees who perform SUBSAFE work complete annual SUBSAFE awareness training and computer based training as appropriate.

c. Ensure the requirements above are disseminated to employees who were not available to complete the training when scheduled so they may attend make-up or interim training as appropriate.

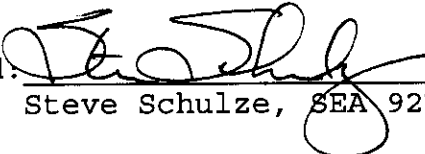
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Note: SEA 92TC performs this function for SEA 92T and staff personnel.

5. Procedure:

a. SEA 92TC will notify SEA 92T personnel of the annual SUBSAFE Training requirements when scheduled by SEA 92Q.

b. All SEA 92T Section Heads will schedule personnel for SUBSAFE Training during its normal occurrence, or within 60 days of their reporting date.

Approved:  4/4/01  
Steve Schulze, SEA 92TB

Distribution:

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